



How to Successfully Add Fluoride Varnish to Your Office Procedures

1. Take MassHealth fluoride varnish training for medical providers.
2. If you have an Electronic Health Record (EHR), use the “Caries Risk Assessment and Fluoride Varnish Progress Note” form to create a progress note template (or have your vendor or Information Technologist (IT) specialist create one).
3. Hold a meeting in your office with other physicians, nurses, medical assistants, administrative staff, and office managers in your practice to explain what this program is and what it will do help children’s oral health. Explain its ease of use and that this is now a reimbursable service. Encourage everyone who will be directly involved to take the training.
4. Choose an “oral health office champion” who will keep supplies, handouts, consents, etc, up to date.
5. Add the Service Code D1206 to your encounter/billing forms.
6. Have the “oral health office champion” order fluoride varnish using the “Fluoride Varnish Ordering Information” form.
7. Create a portable Fluoride Varnish Application kit (basket) that contains the following supplies. Alternatively, have all supplies in each exam room.
 - laminated How-to Guide for Applying Fluoride Varnish by Medical Professionals document
 - Fluoride Varnish Caregiver Consent form
 - Fluoride Varnish Caregiver handouts
 - Fluoride Varnish applicators
 - light source
 - Caries Risk Assessment and Fluoride Varnish Progress Note document
 - Healthy Teeth Caregiver handouts
 - gloves
 - gauze
 - mouth mirror (optional)
 - stickers for kids
8. Have kit or Caries Risk Assessment and Fluoride Varnish Progress Note document visible to remind providers to offer this service to all children on MassHealth from age six months to 21 years old.
9. Consider dividing the fluoride varnish process: medical assistant reviews risk assessment and gets all materials ready; nurse does fluoride varnish; physician reviews handouts, gives prevention advice, and does billing.
10. Do a few test cases to assess your flow, billing, patient satisfaction, and nursing satisfaction. Have a meeting to get input from all players.
11. Advertise in your waiting room, office newsletters, and Web site that you provide this service.
12. Create a list of local dentists that accept MassHealth (call 1-800-207-5019 or visit <http://masshealth-dental.net/MemberServices/Default.aspx> for a list).